

Transition Plan Stages - Review & Approval Process

There are three stages in the transition plan review and approval process if the AA or their delegate decide that a particular transition project warrants a full or formal transition plan. The first stage is the working level review and approval, the second stage is the affected Line Office Transition Manager's (LOTM) review and approval, the third stage is the affected Line Office Assistant Administrator's (AA) review and approval with signature for the record.

Stage I. In the working level stage, the Transition Project Lead (i.e., principal investigator) of the project, in coordination with the transition team, is responsible for development of a draft transition plan. This draft transition plan must be reviewed and approved by the division chiefs or other resource managers of both R&D and receiving sides. Once the draft transition plan is approved at the division chief's level, it will be submitted to the responsible LOTM to start the formal review and approval process.

Stage II. In the second stage, the affected LOTMs coordinate the review and approval process of the draft transition plan following his/her Line Office's procedures. For projects involving multiple Line Offices, the LOTMs will coordinate the review and approval across the Line Offices.

Stage III. In the third stage of the review process, the affected LOTM coordinates with the Line Office (LO) clearance process to start the formal review and approval process by the affected LO Assistant Administrator (AA) or their delegate(s), to produce the finalized transition plan, signed by the relevant AA(s) or their delegate(s).

Source: Appx E; [*Procedural Handbook - NAO 216-105B "Policy on Research and Development Transitions"*](#)